**UNCONFIRMED MINUTES**

**FEBRUARY 21-23, 2017**

**NEW ORLEANS, LOUISIANA, USA**

**These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.**

**TUESDAY, 21-FEB-2017 to THURSDAY, 23-FEB-2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Conventional Machining as a Special Process (CMSP) Task Group (TG) was called to order by Chairperson Chuck Beargie at 08:03 a.m., 21-Feb-2017.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
| \* | Ken | Abram | Honeywell Aerospace |  |
| \* | Chuck | Beargie | UTC Aerospace (Goodrich) | Chairperson |
|  | David | Day | GE Aviation |  |
|  | Lennart | Klason | GKN Aerospace Sweden AB |  |
|  | Serge | Labbé | Héroux-Devtek Inc. |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
|  | Andrew | Leslie | BAE Systems |  |
| \* | John | Pfeiffer | GE Aviation | Secretary |
|  | Mickael | Rancic | SAFRAN Group |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  | Sohail | Amin | GKN Aerospace |  |
|  | Aysin | Aras | TUSAS ENGINE INDUSTRIES INC |  |
|  | Frederick | Binda | Paradigm Precision |  |
|  | Dean | Pitts | SA Thermal Engineering |  |
|  | Yasemin | Seref Cizioglu | TUSAS ENGINE INDUSTRIES INC. |  |
|  | David | Thompson | DCI Aerotech |  |
|  | Joel | Yu | ALLJACK Technologies, Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Andy | Statham |

## Safety Information – Reviewed

## Review Code of Ethics – Reviewed

## Present Antitrust Video – Reviewed

## Review Agenda

## Acceptance of Meeting Minutes – A small grammatical correction to the Draft Minutes was proposed by John Pfeiffer

Motion made by David Day and seconded by Ken Abram to accept the October 2016 Minutes as amended. Motion Passed.

# Review delegation status– CLOSED

Andy Statham’s delegation concurrence is 100%, with 87.9% reviewed by a minimum of 3 Voting Members. Andy Statham mentioned that, where appropriate, ballot comments should be used to document issues that are sometimes being handled outside the system between subscribers and the Staff Engineer.

ACTION ITEM: Andy Statham to investigate the 4 Suppliers that could be eligible for, but haven’t attained, merit to see if there are any systemic issues. (Due Date: 31-Mar-2017)

# new business and subscriber clarifications – CLOSED

The Task Group discussed Succession Planning, which is the only “red” metric. The group is overdue to rotate leadership per the 2-year goal. Ken Abram volunteered to take over the Chairpersonship in October 2017 if there are no other interested parties. The Vice Chairpersonship has been open for some time and there was discussion about what the responsibilities of the position entails.

An audit was performed by a Subscriber at a Supplier that had also been recently audited by Nadcap. The Subscriber identified 17 minor Nonconformance Reports (NCRs), whereas the most recent Nadcap audit had 1 NCR. The Task Group reviewed the findings and noted that 8 were concerning milling (for which the Supplier is not Nadcap accredited), 2 concerned all processes, and 6 concerned edgebreak. Of the non-milling NCRs, most identified issues that would not have been covered by the AC7126/6 requirements of the subscribers to which the Supplier is qualified. Only 2-3 of the Subscriber NCRs appear to potentially overlap with prior Nadcap audits and the Task Group does not feel that any immediate actions are necessary.

ACTION ITEM: Andy Statham to add items to the DCS for AC7126/4 and AC7126/6 checklists to review the list of findings provided by the Subscriber when updating those slash sheets. (Due Date: 10-Mar-2017)

The Task Group discussed a request from PRI that Staff Engineers be qualified auditors for their commodities. The Task Group has complete confidence in Andy Statham, but the consensus is that this is not necessary for him, given that:

* Andy Statham is not a U.S. citizen and only a few CMSP audits are not ITAR
* With only one qualified Staff Engineer there would be no one to review an audit that Andy performed

The Task Group discussed the PRI request regarding whether the Task Group would expect to generate a quorum at a potential Nadcap meeting in China in 2020. The Task Group expects to meet and be able to raise a quorum.

# op 1117 auditor consistency – CLOSED

The Task Group discussed a particular Auditor for whom a number of recent performance issues have been identified. The Task Group will:

* Interview additional candidate(s) to provide auditor capacity
* Schedule several oversight audits

The Task Group reviewed the currently scheduled audits for each auditor and committed to oversight audits in the first half of the year. Additional oversight audits may be scheduled in the second half of the year based on the results of the first audits and the updated schedule to be reviewed at the June 2017 Nadcap Meeting.

ACTION ITEM: Andy Statham will add to the A-Form 27 (Auditor Interview and Qualification Status) that at least 1 T-Audit shall include AC7126/1 - /4 or AC7126/6 and at least one T-audit shall include AC7126/5. (Due Date: 10-Mar-2017)

ACTION ITEM: Andy Statham to post the updated Observation Audit schedule. (Due Date: 10-Mar-2017)

# closed meeting debrief – open

Chairperson Chuck Beargie provided a short and sanitized overview of the CLOSED meeting discussions. No discussion ensued.

Chairperson Chuck Beargie provided a verbal overview of the Task Group Scope, Checklist taxonomy, Handbook, and Handbook Appendix A.

# review membership status – open

The following requests for additions or changes to voting membership were received and confirmed by the Task Group Chairperson pending verification of PD 1100 requirements:

* Subscriber Voting Member: UVM
* Supplier Voting Member: SVM
* Alternate: ALT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:****(new role)** | **Meetings Attended(Month/Year)** |
| David  | Thompson | DCI Aerotech | SVM | 10/2016 | 02/2017 |
| Serge | Labbé | Heroux-Devtek | ALT UVM | 10/2016 | 02/2017 |
| Yasemin | Seref Cizioglu | TUSAS ENGINE INDUSTRIES INC. | SVM | 03/2015 | 02/2017 |
| Aysin | Aras | TUSAS ENGINE INDUSTRIES INC. | ALT SVM | 03/2015 | 02/2017 |

Motion made by Ken Abram and seconded by John Pfeiffer to accept David Thompson as a Supplier Voting Member. Motion Passed.

Motion made by Ken Abram and seconded by David Thompson to accept Serge Labbé as an Alternate Subscriber Voting Member. Motion Passed.

Motion made by Ken Abram and seconded by John Pfeiffer to accept Seref Cizioglu as a Supplier Voting Member. Motion Passed.

The compliance to voting requirements per PD 1100 were reviewed. There are currently no companies on the Task Group that have not met requirements for maintaining their voting rights.

# staff report – open

The Staff Engineer reviewed General Task Group Metrics, eliciting no discussion.

The Staff Engineer reviewed Key Procedure and eAuditNet Changes (PD1100, OP1102, OP1105, OP1106, OP1112, OP1114, OP1116, OP1118, OP1123, OP1124). There was some discussion regarding how ITAR requirements apply to information included in the pre-audit.

# new business – open

Task Group Chairperson Chuck Beargie reviewed the updated requirements and guidance in the base checklist regarding Supplier Self-Audits. No comments were received.

# review of op 1110 failure criteria – open

The Staff Engineer presented the current Task Group Failure Criteria for annual review. The Task Group discussed how the few audits that have gone to Failure were handled, as well as the potential for recent checklist changes, that might increase the average number of findings in the short term. There is consensus that the current levels remain appropriate.

Motion made by John Pfeiffer and seconded by David Thompson to maintain the failure criteria at the current levels. Motion Passed.

# review proposed changes to the handbook, checklist, and cmsp appendix a – open

The Staff Engineer presented a proposed format for Appendix A, where each Subscriber’s requirements are listed on a separate tab of an Excel workbook. This should facilitate both maintenance and use. Andy Statham highlighted the feedback from auditors that the proposal is generally regarded as satisfactory. The Task Group concurs with the proposal.

The Task Group requested that a template be placed in the working area that represents a current list of the checklist questions. This will need to be updated when new checklist revisions are released.

ACTION ITEM: Andy Statham will post a copy of the GE Aviation Appendix with the GE Specifications and Guidance stripped out as a template. (Complete. 28-Feb-2017)

The Task Group began updating AC7126/4 (Milling) to match the updates previously made to AC7126/1, AC7126/5, and to include Hobbing as a new method.

# Call to Order / Quorum Check

The Conventional Machining as a Special Process (CMSP) Task Group (TG) was called to order by Chairperson Chuck Beargie at 08:05 p.m., 22-Feb-2017. He verified that a quorum was present.

Motion made by John Pfeiffer and seconded by Ken Abram to accept Aysin Aras as an Alternate Supplier Voting Member. Motion Passed

# review proposed changes to the handbook, checklist, and cmsp appendix a – open

## The Task Group reviewed the Introductory sections of the Handbook. Safran specifications for Milling and Edgebreak were added to the Job Audit Scope Table. A number of minor updates to wording were made. The C.A.G. for AC7126/2, AC7126/3, AC7126/4, & AC7126/6 will remain in the Handbook until those slash sheets are updated.

ACTION ITEM: Andy Statham will post updated versions of the Handbook and Appendix A to eAuditNet. (Due Date: 28-Feb-2017)

The Task Group resumed and completed editing of AC7126/4.

Several future updates for AC7126/1 (Holemaking) were proposed:

* The question regarding Process Monitoring time thresholds should be moved into a section on Process Monitoring, so that it collapses as part of the Section NA for suppliers not performing process monitoring. This has been completed in the AC7126/4 draft, but needs to be promulgated back to AC7126/1.
* AC7126/1 Holemaking 4.3.3 – Change “Current same” to “correct”.
* AC7126/1 Consider whether 4.3.8.5 is equivalent to 4.8.2 such that the former could be deleted?

ACTION ITEM: Andy Statham will add the preceding items to the DCS for AC7126/1 (Holemaking). (Due Date: 10-Mar-2017)

The Task Group commenced and completed editing of AC7126/3 (Turning) and the associated Handbook section. Changes to AC7126/3 were consistent with AC7126/4 (and by extension AC7126/1 Rev B), although there are several questions unique to AC7126/3.

The Task Group adjourned for the day at 4:30 PM.

# Call to Order / Quorum Check

The Conventional Machining as a Special Process (CMSP) Task Group (TG) was called to order by Chairperson Chuck Beargie at 10:15 p.m., 23-Feb-2017. He verified that a quorum was present.

# meeting reports – open

Chairperson Chuck Beargie reviewed the Planning and Ops and the Nadcap Management Council (NMC) meetings.

ACTION ITEM: Andy Statham to contact the Chemical Processing Task Group to get a copy of their definitions regarding Calibration, Qualification, Verification and forward it to the team. (Due Date: 10-Mar-2017)

ACTION ITEM: Andy Statham to contact the Standardization Committee Chairperson for information on the process they are developing for Auditor Improvement. (Due Date: 10-Mar-2017)

# plan next meeting – open

An agenda for the June 2017 Nadcap Meeting in Berlin, Germany was drafted. The meeting will be 3 days (Tuesday – Thursday) with all of Tuesday being a Closed session.

Telecons (Open meetings):

* Monday 13-Mar-2017 (10:30 Eastern US time)
* Monday 24-Apr-2017 (10:00 Eastern US time)
* Monday 15-May-2017 (10:00 Eastern US time)

ACTION ITEM: Ken Abram and Andy Statham– Ken to provide David Gil’s e-mail address to Andy, who will add David to the invitation list for the telecons. (Due Date: 10-Mar-2017)

# review Rolling action item list (rail) & parking lot – open

The Staff Engineer and Task Group reviewed and updated the RAIL and Parking Lot.

# review proposed changes to the handbook, checklist, and cmsp appendix a – open

The Task Group reviewed and updated AC7126/2 Broaching to make it consistent with recent updates to AC7126/1, AC7126/3, & AC7126/4. The corresponding Handbook section was also updated.

ACTION ITEM: Andy Statham will check the DCS for items pertaining to AC7126/2, AC7126/3, and AC7126/4. Items that are administrative shall be incorporated prior to sending the drafts to ballot. Non-administrative items shall be “discussed” by the Task Group prior to balloting, either by e-mail or Link Call. (Due Date: 31-Mar-2017)

ACTION ITEM: Andy Statham will post updated draft versions of AC7126/2, AC7126/3, and AC7126/4 for ballot. (Due Date: 31-Mar-2017)

# review new action items – open

The remaining members of the Task Group reviewed and agreed with the Action Items noted herein.

Motion made by John Pfeiffer and seconded by Ken Abram to adjourn.

ADJOURNMENT – Thursday 23-Feb-2017 – Meeting was adjourned at 3:58 p.m.

Minutes Prepared by: John Pfeiffer, john.pfeiffer@ge.com

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| --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*Are procedural/form changes required based on changes/actions approved during this meeting? (select one)YES\* [x]  NO [ ] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
| DCS | Staff Engineer  | July 2017 |
|  |  |  |